

ADOPTED 2005 BUDGET

DEPT: DEPARTMENT OF PARKS AND PUBLIC INFRASTRUCTURE –
FACILITIES MANAGEMENT

UNIT NO. 5700
FUND: Internal Service - 0031

OPERATING AUTHORITY & PURPOSE

The Facilities Management section of the Department of Parks and Public Infrastructure (DPPI) - Parks Division provides quality and cost effective property management, tenant services and maintenance and skilled trades services to the various private entities and County departments occupying space within the Courthouse, County

Grounds buildings, the Children's Court Center, the Child and Adolescent Treatment Center (CATC), and the building at 27th and Wells Streets (City Campus). Facilities Management also provides maintenance and skilled trade services to the DPPI – Parks Division and other County departments.

BUDGET SUMMARY				
Account Summary	2003 Actual	2004* Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 10,336,476	\$ 10,104,353	\$ 8,898,444	\$ (1,205,909)
Employee Fringe Benefits (EFB)	3,495,771	5,459,520	4,689,560	(769,960)
Services	6,449,048	6,165,508	6,437,026	271,518
Commodities	635,597	983,902	1,391,044	407,142
Other Charges	1,018,033	1,570,094	1,240,077	(330,017)
Debt & Depreciation	2,426,899	3,089,490	2,717,275	(372,215)
Capital Outlay	732,631	637,373	637,373	0
Capital Contra	(177,780)	0	0	0
County Service Charges	18,909,800	18,134,116	18,866,813	732,697
Abatements	(16,897,370)	(16,115,558)	(15,955,809)	159,749
Total Expenditures	\$ 26,929,105	\$ 30,028,798	\$ 28,921,803	\$ (1,106,995)
Other Direct Revenue	4,939,906	4,946,758	4,973,695	26,937
Indirect Revenue	7,299,226	5,908,382	8,732,577	2,824,195
Direct Property Tax Levy	\$ 14,689,973	\$ 19,173,658	\$ 15,215,531	\$ (3,958,127)

Note: The 2004 Adopted Budget created a new Department of Parks and Public Infrastructure (DPPI) by consolidating the services and administration of the previous Parks Department and the Department of Public Works. In March of 2004, a fund transfer was processed modifying the 2004 Adopted Budget that finalized the merger details by allocating funds between departments within the merger. DPPI departments were given direction to adjust 2005 expenditure, revenue, and tax levy targets based on the fund transfer modifications.

The Facilities Management modified 2004 Budget is as follows: expenditure increased \$838,571 to \$30,867,369; revenues increased \$3,318,761 to \$14,173,901; and tax levy decreased by \$2,480,180 to \$16,693,468.

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Central Service Allocation	\$ 391,267	\$ 378,166	\$ 329,543	\$ (48,623)
Document Services	2,810	5,032	1,963	(3,069)
Tech Support & Infrastructure	37,196	30,792	57,290	26,498
Distribution Services	355	71	306	235
Emergency Mgmt Services	0	0	0	0
Telecommunications	45,625	23,329	27,306	3,977
Records Center	0	0	0	0
Radio	172,376	203,715	197,902	(5,813)
Personal Computer Charges	25,486	12,021	27,181	15,160
Applications Charges	23,175	40,628	64,916	24,288
Total Charges	\$ 698,290	\$ 693,754	\$ 706,407	\$ 12,653
Direct Property Tax Levy	\$ 14,689,973	\$ 19,173,658	\$ 15,215,531	\$ (3,958,127)
Total Property Tax Levy	\$ 15,388,263	\$ 19,867,412	\$ 15,921,938	\$ (3,945,474)

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

PERSONNEL SUMMARY				
	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 10,336,476	\$ 10,104,353	\$ 8,898,444	\$ (1,205,909)
Employee Fringe Benefits (EFB)	\$ 3,495,771	\$ 5,459,520	\$ 4,689,560	\$ (769,960)
Position Equivalent (Funded)*	251.4	230.1	164.5	(65.6)
% of Gross Wages Funded	75.0	67.0	93.4	26.4
Overtime (Dollars)**	\$ 98,376	\$ 98,328	\$ 67,056	\$ (31,272)
Overtime (Equivalent to Positions)	2.7	3.0	1.7	(1.3)

* For 2003, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

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PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions / Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Office Support Asst	Abolish	1/1.0	Maintenance	\$ (31,700)
Admin Asst	Abolish	1/1.0	Maintenance	(44,274)
Clerical Asst 1	Abolish	1/1.0	Maintenance	(27,660)
Admin Spec (DPW) NR	Abolish	1/1.0	Maintenance	(36,244)
Payroll Asst	Abolish	1/1.0	Maintenance	(34,872)
Facilities Maint Sup	Abolish	1/1.0	Maintenance	(35,430)
Facility Wkr Hrly	Abolish	25/12.14	Maintenance	(241,850)
Facility Wkr 4 ¹	Abolish	58/58.0	Maintenance	(2,150,640)
Facilities/Grounds Supv	Abolish	1/1.0	Maintenance	(44,584)
Bldg Supv Courthouse Complex	Unfund	1/1.0	Maintenance	(39,662)
Building System Spec	Unfund	1/1.0	Maintenance	(46,388)
Carpenter ²	Abolish	6/6.0	Parks Maintenance	(333,192)
Painter Buildings	Abolish	6/6.0	Maintenance	(313,320)
Electrical Mech ³	Abolish	4/4.0	Maintenance	(232,312)
Electronic Mech	Abolish	1/1.0	Maintenance	(55,154)
Plumber ⁴	Abolish	6/6.0	Maintenance	(377,460)
Elevator Constructor	Abolish	1/1.0	Maintenance	(70,102)
Ironworker	Abolish	1/1.0	Parks Maintenance	(55,180)
Machinist	Abolish	2/2.0	Maintenance	(113,272)
Steamfitter Welder	Abolish	2/2.0	Maintenance	(127,588)
Heating/Equip Mech 1	Abolish	1/1.0	Parks Maintenance	(63,794)
Park Worker 3 (Seas)	Abolish	6/3.0	Parks Maintenance	(62,868)
Parks Maint Superintendent	Abolish	1/1.0	Parks Maintenance	(58,934)
Intern Painter Appren	Abolish	1/1.0	Parks Maintenance	(27,026)
			TOTAL	\$ (4,623,506)

¹ Thirty-five Facility Worker 4 positions are abolished in the Maintenance Operations Division. The remaining are abolished from City Campus (6), CATC Complex (4) and Cost Sharing Ordinance (13).

² Four Carpenter positions are abolished from the Parks Maintenance Division and two positions are abolished from the Maintenance Operations Division.

³ Three Electrical Mech positions are abolished from Maintenance Operations, and one position is abolished from Parks Maintenance.

⁴ Four Plumber positions are abolished from Maintenance Operations and two positions are abolished from Parks Maintenance.

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MISSION

The mission of DPPI Facilities Management is to provide a state-of-the-art, clean, safe, user-friendly environment, sensitive to the needs of all tenants, employees and the public through quality management.

DEPARTMENT DESCRIPTION

DPPI Facilities Management provides services and performs functions in two principal areas: maintenance operations and property management.

The **Maintenance Operations Unit** is responsible for buildings, grounds and mechanical systems for all facilities under the stewardship of Facilities Management. Functions include daily custodial and repair services, grounds care and snow removal, provision of centralized electrical, mechanical and engineering services, as well as maintenance of the utilities distribution systems.

Facilities Management is structured to operate in a manner similar to private contractors as it relates to bidding and competing for time and material construction projects. The budget reflects those costs directly related to daily operations. Building costs and other indirect costs such as crosscharges and depreciation are included in Building/Facilities to more accurately reflect the "true" cost of maintenance services.

The **Management Services Unit** is responsible for property management and limited lease administration functions for all land and buildings under the stewardship of Facilities Management. Functions include management of land and building leases for all Courthouse, Annex, Criminal Justice Facility, Safety Building, HOC Community Correctional Center (CCC), City Campus, Children's Court Center, Child & Adolescent Treatment Center and other Grounds facilities tenants. This Unit also acts as a liaison between the County and major tenants such as the Milwaukee Regional Medical Center, Research Park and We Energies and manages the County operated electrical utility, as well as the cost distribution for water and sanitary and storm sewers. This Unit reflects only those costs directly related to property management and tenant services.

The unit is structured to operate in a manner similar to a property management firm inasmuch as it acts as custodian and landlord. The budget reflects those costs directly related to property management and tenant services for all Courthouse and County grounds buildings and facilities, as well as for utilities.

BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits decreased by \$1,205,909 from \$10,104,353 to \$8,898,444. Funded positions decreased by 65.6 from 230.1 to 164.5.
- Included in the 2004 fund transfer, forty positions of Facility Worker Security, eight Facility Worker Security - Hourly and one Administrative Assistant 4 were transferred from Facilities Management to DPPI – Administration. In addition, four positions of Facility Worker 4 and one Electrical Mechanic were transferred to Facilities Management. Corresponding personnel services, commodities, services, etc. were transferred between Parks, Facilities, Highway, and Fleet.
- (\$31,700) Abolish 1 Office Support Asst
(44,274) Abolish 1 Admin Asst
(27,660) Abolish 1 Clerical Asst 1
(36,244) Abolish 1 Admin Spec (DPW) NR
(34,872) Abolish 1 Payroll Asst
(35,430) Abolish 1 Facilities Maint Sup
(241,850) Abolish 25 Facility Worker Hrly
(2,150,640) Abolish 58 Facility Worker 4
(44,584) Abolish 1 Facilities/Grounds Supv
(333,192) Abolish 6 Carpenter
(313,320) Abolish 6 Painter Buildings
(232,312) Abolish 4 Electrical Mechanic
(55,154) Abolish 1 Electronic Mechanic
(377,460) Abolish 6 Plumber
(70,102) Abolish 1 Elevator Constructor
(55,180) Abolish 1 Ironworker
(113,272) Abolish 2 Machinist
(127,588) Abolish 2 Steamfitter Welder
(63,794) Abolish 1 Heating/Equip Mech 1
(62,868) Abolish 6 Parker Worker 3 (Seas)
(58,934) Abolish 1 Parks Maintenance Superintendent

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(27,026) Abolish 1 Intern Painter
Apprentice
(39,662) Unfund 1 Bldg Supv Courthouse
Complex
(46,388) Unfund 1 Building System Spec
(\$4,623,506) Total

In order to reduce the vacancy and turnover rate, Facilities Management abolished 112.14 vacant FTEs and unfunded 2.0 FTEs. In 2004, Facilities Management vacancy and turnover rate was 32%. The abolishments and two unfunded positions correspond to a \$3,865,778 reduction in the Personal Service Lump Sum from \$4,419,398 in 2004 to \$553,620.

- In 2005, as part of a comprehensive effort to examine County services, Facilities Management and the Department of Administrative Services – Fiscal Affairs will undertake a comprehensive analysis of housekeeping services provided by Facilities Management. This will include a cost-benefit analysis of current services including staffing, costs and customer satisfaction. This review will be used as the basis for examining alternative methods for providing housekeeping services for all buildings managed by Facilities.
- Services increased \$271,518, from \$6,165,508 to \$6,437,026. This increase primarily represents an anticipated increase in utility expenses of \$257,113.
- Contribution to the Reserve decreased \$11,070, from \$118,199 to \$107,129. Contributions reflect a 5% fee on electric, water, sewer and storm water charges to County and non-County users of the County Grounds utilities to establish a reserve for future capital outlays. The reduction is a result of the discontinuation of the west-end service on the obsolete 4160 line. Electricity System customers who were on this system are now contracting directly with WE Energies for their electricity needs.
- The cost of fire protection on the County grounds increased \$68,085, from \$1,064,863 to \$1,132,948, based on the contract with the City of Wauwatosa. The cost of fire protection is allocated to Facilities (\$919,054), other County

entities, (\$200,844) and non-County entities (\$13,047).

- Depreciation decreased \$372,215, from \$3,089,490 to \$2,717,275 based on current estimates, which increased by \$194,795 due to the inclusion of a previously missed CATC component.
- Revenues increased by \$2,851,132, from \$10,855,140 to \$13,706,272. This increase was primarily due to the merger fund transfer.
- HOPP revenues decreased by \$126,844, from \$341,844 to \$215,000. The revenue will offset the cost of two full-time Carpenters at \$84,488 each and one part-time Electrician at \$44,183. The remaining \$1,811 is for management staff, other trades, mileage and overhead costs.
- Project revenue decreased \$337,230, from \$366,911 to \$29,681.
- Parking revenue increased a net of \$272,494, from \$428,295 to \$700,789. In 2005, the employee automobile parking rate at the Annex is budgeted at \$80 per month and motorcycle parking is budgeted at \$20 per month. This represents a monthly increase of \$20 and \$5 respectively, which in turn generates increased revenue of \$80,000 net of taxes. Overall, \$328,892 in net parking revenue is budgeted at the Annex. Net revenue generated from the parking lot located at 6th and State increased \$192,492. This lot was slated for sale in both 2002 and 2003. The increase represents anticipated full year use of this lot and increased parking rates for special event parking. In 2004, Facilities budgeted for partial year usage of this lot in anticipation that it would be sold, however, the sale did not materialize. Overall, \$371,897 in net parking revenue is budgeted at the 6th and State lot.
- Building and Office Space Rental revenue increased \$144,022, from \$1,855,217 to \$1,999,239. The increase is primarily due to the increase in building space receipts of \$19,315 from non-County tenants occupying space in the Courthouse and from increased budgeted lease receipts on the County Grounds from non-

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County entities of \$132,400. Other Building and Office Space Rental revenue decreased \$7,293.

- Service Provided by Parks Maintenance increased \$3,050,263, from \$0 to \$3,050,263. Revenues from Parks Maintenance was a part of the March 2004 DPPI fund transfer.
- Revenue for Food Service delivery provided to DHHS-Behavioral Health Division (BHD) increased \$196,804, from \$86,788 to \$283,592. In the 2004 Budget, this service was not included in Facilities budget with the understanding that BHD would look for another delivery-service provider. BHD, however, was unable to identify anyone to take over the food delivery function and DPPI-Facilities will continue to provide this service in 2005.
- The 2005 Budget reflects a zero wage increase for all represented, non-represented and Executive Compensation Plan (ECP) positions. In addition, ECP positions are not provided step increases or performance awards in 2005 as allowed in County Ordinance Section 17.265 (3).

- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

ACTIVITY AND STATISTICAL SUMMARY

	2003 Actual	2004 Budget	2005 Budget
Work Orders Logged on System*	21,500	21,500	21,500
Time and Materials Orders - Facilities Related	63	60	65
Time and Materials Orders - Non-Facilities Related	62	70	65
Roadways-Maintenance-Snowplow and Salt (miles)	49	49	49
Parking Lots-Maintenance-Snowplow (5,048 spaces)	65	65	65
Sidewalks-Maintenance and Snowplow (miles)	39	39	39
Turf Mowed (acres)	600	600	600
Equipment Transfers (hours)*	10,000	10,000	10,000
Special Jobs Performed*	310	310	310
Annual permits for free parking at Interchange Lot	1,100	1,100	1,100
Annual permits for paid parking in Annex, Safety Building Lots and Medical Examiner area	326	326	326
Keys and Security Cards (in force)*	6,000	6,000	6,000
*Items which are estimated			